



Central State Hospital

Excellence in Evaluation, Treatment, Protection & Disposition

HR Analyst II Recruitment Manager

Central State Hospital is seeking a HR Professional to administer the facility's employment program in accordance with Commonwealth of VA, Departmental and Hospital policy and consistent with applicable federal & state laws, rules & regulations. The position reports to the HR Director and supervises two staff. The incumbent leads the hospital's recruitment program, including development of a marketing strategy; manages the Selection processes, adhering to established timeframes; works as a team member, assisting with the planning and implementation of HR policies, procedures and programs; provides superior customer service, responding to inquiries and resolving complaints.

Qualifications: Must have a general knowledge of human resource management principles/practices. Working knowledge of Commonwealth of VA personnel rules, policies and procedures and regulations, preferred. Must have an extensive knowledge in the area of employment, recruitment / selection and employment law. Must be computer literate. Proficient ability to use WORD, Excel, Access, PowerPoint, Outlook, and State systems (PMIS, RMS), preferred. Knowledge of HRIS/Applicant Tracking, helpful. Requires excellent organizational, communication, inter-personal, supervisory, marketing and strategic planning skills.

Related college education or professional designation - such as IPMA-CP, PHR, or SPHR – preferred. Must have professional human resources experience. Supervisory and/or lead worker experience, preferred.

An extensive criminal history background investigation and reference checks will be conducted. Position #01898. Pay band 5, \$37,869 - \$77,720. This position will remain open for a minimum of five workdays or until positions are filled. NOTE: Resumes may accompany but will not substitute for a completed State Application Form (DHRM 10-012).

**Central State Hospital
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EEO/AA